

## HR Weekly Podcast

09/12/2008

Today is September 12, 2008, and welcome to the HR Weekly Podcast from the State Office of Human Resources. Today's topic concerns an update on South Carolina State Government's e-recruitment system.

A year ago today, South Carolina State Government went live with its new e-recruitment system with NEOGOV, a privately held California C-Corp dedicated to the development and delivery of hiring solutions to government agencies.. The system has proven to be a great improvement over our previous recruitment processes. Since September 12, 2007, OHR's jobs page has received over 2,500,000 hits. During that year, we have received over 500,000 applications for approximately 6500 job postings, with an average of 1200 applications received per day. Of the applications received, 99 percent are online applications and only 1 percent paper.

OHR has also received feedback from applicants and agencies on ways to improve the e-recruitment website. OHR encourages agencies, as well as applicants, to visit OHR's newly redesigned website at [www.ohr.sc.gov](http://www.ohr.sc.gov) where we have made various enhancements to improve the overall appearance of the jobs webpage for potential applicants. If you click on Career Opportunities and then click on either Jobs or How SC Works you will see some videos OHR has added to the jobs webpage to attract applicants and promote the state as an employer of choice. The new videos provide candid interviews with newly hired employees from various state agencies who share their overall experiences in working with South Carolina state government and using the electronic application process.

Many agencies are also using the e-recruitment system to track their applicant reporting data for Equal Employment Opportunity, or EEO, purposes. In preparation for upcoming EEO reporting deadlines, OHR wants to remind all participating agencies to finalize and complete all requisition lifecycles in the NEOGOV system. For the system to capture accurately the EEO data, it is very important that you complete the steps in the Online Hiring Center such as "Schedule Interview" and "Hire." When a candidate has been moved through the "Schedule Interview" and "Hire" steps, the system will save the candidate's information for EEO reporting purposes.

The system can generate a report which provides much of the applicant information that must be submitted to the South Carolina Human Affairs Commission. The NEOGOV report includes: candidate demographic information, total number of applicants, applicants meeting minimum training and experience requirements, applicants interviewed, and applicants hired. To capture accurately the applicants meeting minimum training and experience requirements, agencies should have been **consistently** structuring job postings, over the past year, in one of the following ways:

1. Add a "Supplemental Questionnaire" step type titled "Minimum Qualifications" in the exam plan and "Fail" those individuals who do not meet minimum qualifications;
2. Add a "Training and Experience" step type titled "Minimum Qualifications" in the exam plan and "Fail" those individuals who do not meet minimum qualifications; or
3. If the candidates who make it to the Eligible List are all those who meet the minimum training and experience requirements for the job, agencies are not required to do either of the above steps, because the system will be able to identify the total number of candidates placed on Eligible Lists over a given period of time.

If you have not completed the full lifecycle on your postings, please do so as soon as possible. We recommend that you complete the process for all postings as soon as the position is filled to produce "clean" data for the next reporting year.

If you have comments, questions, or need assistance with OHR's e-recruitment system, please contact your OHR consultant at 803-737-0900 or OHR's E-Recruitment Coordinator, Terra Ellerbe, at 803-734-4418.

Thank you.